

# The Wynhurst Group, LLC

*Offering unique HR solutions for your business needs*

## **Get' Em Started Right – Enhancing Performance and Retention through Effective On-Boarding 2007 Project Same – The Staffing Alliance of Maryland Employers**

### **On-Boarding Program Assessment Tool**

<b>Current State</b>	<b>Future State</b>
What are we currently doing to on-board new hires?	What is our vision for the program?
What is included in our current program?	What is the emotional take-away of our future program?
Are we using e-learning and/or the Intranet to convey information? What gets communicated this way?	What is the perceptual take-away of our future program?
What is missing?	What is the experience we would like each new hire to have?
Do we have the right people involved in our current program? If no, who are we missing?	What might we need to do differently to create that experience?
What is the emotional take-away of our current program?	What needs to be communicated face to face?
What is the perceptual take-away of our current program?	What could be communicated electronically (Intranet/e-learning)?
What is the experience we are providing to our new hires?	
What message are we sending to new hires about our company?	
Is this the message we would like to continue sending? If not, why not?	
What do we like about our current program?	
What would we like to change?	

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<b>Business Case/Clear Goals</b>	<b>Defined Roles</b>
Have we defined the role of the on-boarding program?	Have we identified members of the design team?
Have we obtained executive buy in?	Have we identified members of the implementation team?
What is our goal for the program? What is the problem we are trying to solve?	Who will have responsibility for overall maintenance of the program?
Have we obtained the necessary financial resources?	Have we identified business leaders to participate?
	What is the role of the senior executives?
	What is the role of the new hire?
	What is the role of the new hire manager?
	What is the role of the mentor/buddy?

## Key On-Boarding Activities

Does our current program include any of the following?

<b><u>Pre-Arrival</u></b>	<b><u>Orientation</u></b>
<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Company vision and strategy
<input type="checkbox"/> Access to tools and resources	<input type="checkbox"/> Company history and culture
<input type="checkbox"/> Mentor/buddy	<input type="checkbox"/> Information on business divisions
<input type="checkbox"/> Assigning work to the new hire	<input type="checkbox"/> Company performance management system
<input type="checkbox"/> Setting up key meetings	<input type="checkbox"/> Introduction to senior management

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<p><b><u>Business Unit On-Boarding</u></b></p> <p><input type="checkbox"/> More specific info on business unit</p> <p><input type="checkbox"/> More specific info on work assignment</p> <p><input type="checkbox"/> Clear expectations of performance</p> <p><input type="checkbox"/> Importance of new hire job</p> <p><input type="checkbox"/> Continue mentor/buddy relationship</p>	<p><b><u>2-way Feedback</u></b></p> <p><input type="checkbox"/> Early feedback on performance</p> <p><input type="checkbox"/> Regular check in sessions with the new hire</p> <p>What might we want to add to our existing program?</p>
<p><b>Training</b></p>	<p><b>Metrics</b></p>
<p>What are we doing to ensure our hiring managers are prepared for their role?</p>	<p>Have we identified metrics to measure program impact?</p>
<p>What are we doing to ensure our buddies/mentors are prepared for their role?</p>	<p>What are the metrics?</p> <p><input type="checkbox"/> New Hire Turnover</p> <p><input type="checkbox"/> Time to Productivity</p> <p><input type="checkbox"/> Satisfaction</p> <p><input type="checkbox"/> Other</p>
	<p>How will we go about collecting the data?</p> <p><input type="checkbox"/> Surveys</p> <p><input type="checkbox"/> One-on-one interviews</p> <p><input type="checkbox"/> Focus Groups</p> <p><input type="checkbox"/> Other</p>
	<p>How often will we collect the data?</p>